

**STATEMENT OF WORK**  
**Non-Personal Services Contract for Base Training and Education Services**  
**Facilities Security Monitor (Classroom Maintenance)**

**I. GENERAL**

1. Description. The contractor is responsible for monitoring the use of classrooms and education aids (equipment) at Building 316, for the Yokota Air Force Base Education Services Program (part of the Base Training and Education Services Flight). The contractor is responsible to the Director, Base Training and Education Services (BTES)/BTES Team Chief who will evaluate services. Work to be performed on-site at Yokota Air Base, Japan.

2. Personnel Qualifications: The contractor shall have at least a high school diploma and at least one year experience in scheduling rooms; security; and/or working in a school setting.

a. The contractor shall provide proof of qualifications, which will be reviewed by the Director, BTES/BTES Team Chief.

b. Resumes and transcripts shall be submitted with bid packages to the Base Contracting Office (as appropriate).

3. Schedule of Work. Contractor services will be called for a minimum of one (1) unit per week and a maximum of ten (10) units per week, not to exceed 40 units per month. Each "unit" will consist of a four-hour block of time. Exact workdays will be based on an "as needed" basis with a 24 hour notice between the Education Services Officer (ESO) designee (see paragraph III) and the contractor. Actual call for services will be determined by classroom schedule; however, a typical workweek would be as follows:

a. Monday, Tuesday, Wednesday, Thursday: 4:00pm to 10:30pm  
(6 hours per night = 1.5 units per night)

b. Friday: 5:00pm to 9:00pm (4 hours = 1 unit)

c. Saturday and Sunday: 7am to 9am and 4pm to 6pm (4 hours = 1 unit)

d. Maximum possible total = 32 hours or 8 units per week.

4. Personal Liability. The contractor is liable for all equipment (VCRs, TVs, Overhead Projectors, other projectors, and computers) during the tour of duty.

**II. SPECIFIC TASKS**

1. Check each classroom at the beginning of the session. Unlock classrooms for instructors when required. Note each classroom in use in the Facilities Maintenance/Security Monitor Logbook.

2. Classrooms are scheduled by a Base Training and Education Services (BTES) staff member. The classroom schedule will then be provided to the contractor. Check the classroom schedule to ensure only authorized persons are using the classrooms. Classroom schedule is located in a 3-ring binder at the

Customer Service Desk at the BTES Customer Service counter. Any questions regarding assignment of classrooms should be referred to the BTES Team Chief of designee.

3. Issue educational aids (supplies & equipment) to instructors as required. The school representatives or the BTES Team Chief will provide supplies to the contractor. Equipment (i.e., VCRs, TVs, overhead projectors, and other projectors) is located in the classrooms and may be relocated to accommodate the needs of other classes.

4. Distribute information from the Director, BTES/BTES Team Chief to instructors/students as required.

5. Following appropriate regulations, ensure fire and safety rules are complied with throughout the sessions and perform routine fire and safety check of the facilities. Applicable regulations, AFI 91-301, Safety; and AFOSHSTD 127-56, Fire Protection & Prevention, are located in a 3-ring binder at the Customer Service desk.

6. At the end of each session, the contractor shall perform the following:

- a. Clean the blackboards/whiteboards in each classroom.
- b. Wipe off all desks and table tops in each classroom and straighten chairs.
- c. Wipe off all tables and straighten chairs in the common use areas/lobby.
- d. Monitor the hallways for trash and straighten any chairs that have been moved.
- f. Ensure each classroom is locked after cleaning.

7. Prevent and/or report to the Director BTES/BTES Team Chief, incidents of excessive trash and containers in the classrooms because of eating/drinking. Smoking in the classrooms or in the building is strictly prohibited. Eating in classrooms is also prohibited. Drinks are allowed in covered containers.

8. Ensure all lights are turned off and each classroom and all outer doors are locked prior to departure. Ensure that all persons have departed the building so that the contractor is the last person to leave the building at the end of the session.

9. Sign-out in the Facilities Maintenance/Security Monitor's Logbook at the end of the session, noting any incidences.

10. Immediately report any criminal or suspicious act(s) to the Yokota Air Base Security Forces Law Enforcement Desk at 225-4357 or 225-7227.

### **III. OTHER**

1. Invoices for services rendered are submitted monthly for certification to the Director, BTES/BTES Team Chief or designee.

2. Provide statistical data on number of classrooms used or other pertinent information to the Director, BTES/BTES Team Chief when requested.

3. Contract award period is 1 October through 30 September (fiscal year) or from date of award through the end of the fiscal year.

4. Contractor may employ a subcontractor(s) to perform this contract. Compensation to any subcontractors is the responsibility of the person awarded the contract by the Base Contracting Office.

#### **IV. AUTHORIZED GOVERNMENT REPRESENTATIVES TO PLACE CALLS TO CONTRACTOR**

Director, BTES - 225-7337  
BTES Team Chief – 225-7337